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ABSTRACT

This 5-year master plan reflects the Nevada State Library and Archives' continuing commitment to providing open access to comprehensive state of the art information services and to preserving Nevada's valuable information resources. The planning process is indispensable to the design of systems and programs which will meet the changing information demands of government, business, and the public. Ten major goals are stated which are each linked to specific objectives representing a collective image of the way library and information services should develop as we move toward the year 2000. The goals address issues in the areas of: state information policy; public services; library development; archives and records management; collections and preservation; literacy and lifelong learning; program enhancement; outreach and public information; continuing education; and staffing and funding. The goals and objectives are followed by a detailed action plan--the mechanism by which the plan will be achieved. The action plan identifies: what specific actions must be taken; person(s) or divisions responsible for each action; and deadlines for completing each action. (JLB)

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ED 366 341

MASTER PLAN 1993 - 1996

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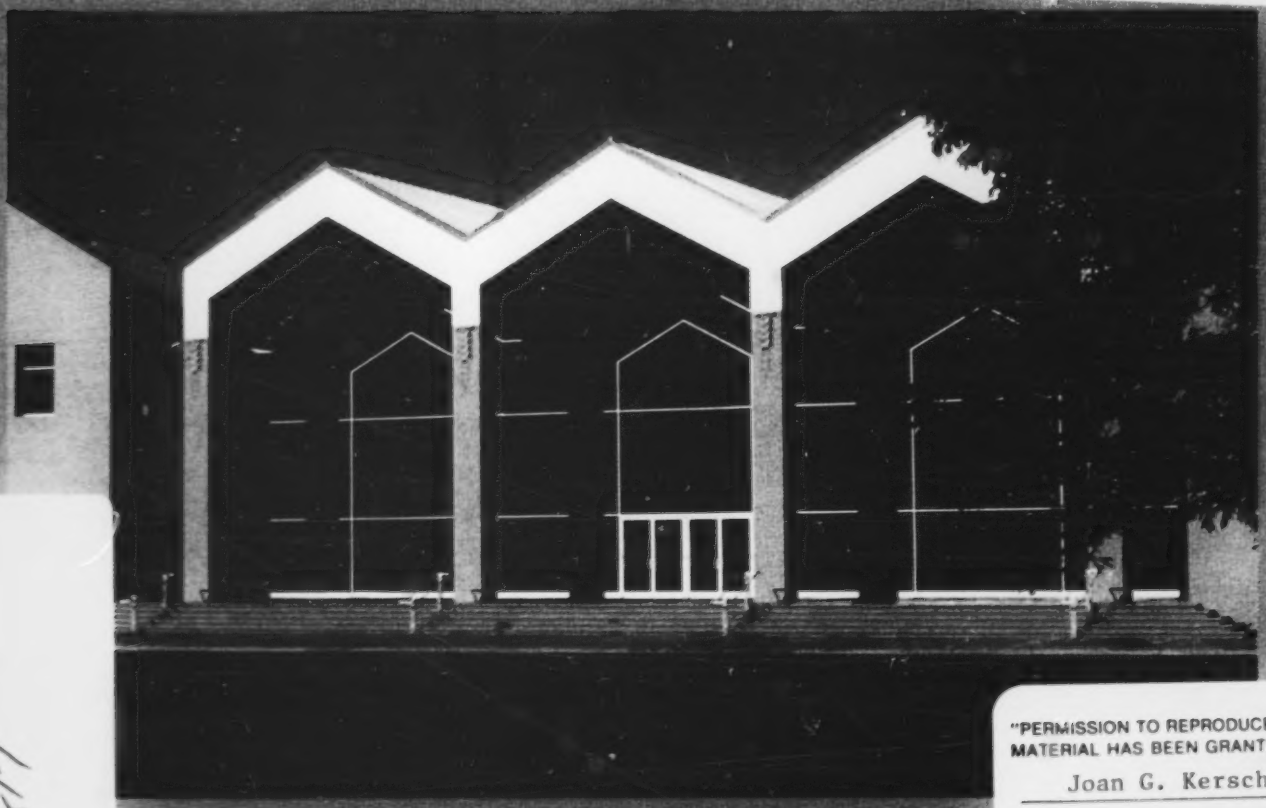

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NEVADA STATE LIBRARY & ARCHIVES

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NEVADA STATE LIBRARY AND ARCHIVES

MASTERPLAN

1993-1996

NEVADA STATE LIBRARY AND ARCHIVES

MASTERPLAN

1993 - 1996

PREFACE

This five-year masterplan reflects Nevada State Library and Archives' continuing commitment to providing open access to comprehensive state of the art information services and to preserving Nevada's valuable information resources. The planning process is indispensable to the design of systems and programs which will meet the changing information demands of government, business, and the public.

Ten major goals are stated--each linked to specific objectives which represent a collective image of the way library and information services should develop as we move toward the year 2000. The goals and objectives are followed by a detailed action plan--the mechanism by which the plan will be achieved. The action plan identifies: what specific actions must be taken; person(s) or divisions responsible for each action; and deadlines for completing each action.

These goals and strategies were developed by staff working at all levels of every NSLA Division. The best thinking of each staff member was considered through brainstorming sessions over a six-month period during which ideas and projections for improving services were identified and progressively refined.

Technological innovations, which pervade every aspect of life today, will increasingly form the basis for quality information service delivery in the future.

NEVADA STATE LIBRARY AND ARCHIVES

MISSION STATEMENT

The Nevada State Library and Archives serves government, business, libraries and citizens by providing a full range of information services including reference and research; archival and records management; library planning and development; blind and physically handicapped programs; family literacy programs; and development of state information policy to ensure public access to government information in all formats.

GOALS

OBJECTIVES

1

State Information Policy

Create a comprehensive State Information Policy to insure open access to government information and public records in all formats.

Provide leadership to develop State Government Information Policy in collaboration with Department of Administration, Data Processing and others.

Promote legislation defining public records to include all nonpublished information created or received by government agencies and public officials in all formats.

Recommend standards and adopt regulations in cooperation with Department of Data Processing to maintain integrity of electronic records and increase access to information.

2

Public Services

Develop specialized services to meet information needs of public officials and agencies, business and libraries throughout the state.

Define public service patterns department-wide based on requirements and capabilities of the new NSLA facility.

Provide reference and research services to public officials and governmental agencies.

Establish a Business and Industry Data Center (BIDC) in statute.

Coordinate the services of Central Libraries Automation Network (CLAN).

Extend full range of NSLA services to state offices located in Southern Nevada.

GOALS	OBJECTIVES
3 **Library Development** **Coordinate programs and services of Nevada's libraries to ensure maximum access to information and resources for all citizens.**	Promote increased federal, state and private support for statewide library development. Provide consulting and coordination of programs to develop and enhance areas of public library services and technologies. Develop statistical data and surveys for management decision making. Plan statewide library services in cooperation with local libraries. Promote interlibrary cooperation and sharing of resources through access to collections and databases.
4 **Archives and Records Management** **Preserve, maintain, protect and increase access to current information and historical records of the territory and the state.**	Appraise government records stored in the State Archives and prioritize for processing. Publish guides for all holdings and enter bibliographic information into national research databases. Develop additional State Records Center space in new NSLA facility. Develop and maintain schedules for management and disposition of Executive Branch and local government records in all formats.

GOALS

OBJECTIVES

5

Collections and Preservation

Develop, maintain, and preserve specialized in-depth collections in the areas of public administration, Nevada and information science.

Identify and coordinate collections and information resources in state government agencies and facilitate public access to them.

Build and maintain collections for governmental and professional development and research.

Plan and develop a conservation/ preservation program with a state-of-the-art treatment laboratory.

Plan and maintain a disaster preparedness program, prioritizing all collections for rescue and emergency recovery treatment.

6

Literacy and Lifelong Learning

Support opportunities for literacy training and programs for lifelong learning.

Coordinate statewide literacy training activities with community based organizations (CBOs), school district programs, community colleges, and others who serve adult non-readers.

Create awareness of literacy programs and services through publication of statewide directory and cooperation with the PLUS Task Force (Project Learning United States).

Develop a Literacy Resource Center with print and non-print media including a computer learning laboratory.

Develop and consult on programs of lifelong learning and enrichment for children, youth, and adults from multi-cultural populations.

GOALS

7

Program Enhancement

Develop state programs based on national library and archives initiatives and federal laws and regulations.

OBJECTIVES

Enhance Nevada's participation in information and cultural programs offered by Library of Congress, National Library Service, National Archives and Records Administration, National Endowment for the Humanities, etc.

Contribute data and access information through national networks, i.e. National Research and Education Network (NREN), OCLC, and RLIN (Research Libraries Information Network).

Collaborate with the Governor's Office and the Nevada Department of Education to implement a state program based on the six educational goals of AMERICA 2000.

Implement the Americans with Disabilities Act. Educate librarians on requirements and expand access to library programs for disabled populations.

8

Outreach and Public Information

Create outreach programs and publications to inform other government agencies and the public about NSLA services and resources.

Develop outreach programs enhancing visibility of NSLA programs and services to increase use and support of the agency.

Publish literature to inform government agencies and the public about NSLA services and resources.

Support the formation of a Friends of the Nevada State Library and Archives.

Recruit and train volunteers to assist with public relations, exhibits, and other functions.

GOALS

OBJECTIVES

9

Continuing Education

Provide continuing education opportunities for librarians and archivists, para-professional and clerical staff, trustees, and others.

Plan and implement continuing education programs with certified training for post graduates, professionals, paraprofessionals, and clericals involved in information and archival services.

Develop and conduct in-service training modules on unique NSLA programs and services.

Design and implement workshops on topics of high need and special interest to librarians, archivists, trustees, and others.

Coordinate with universities to offer formal programs leading to a Master of School Library/Media Services and a Master of Library Science.

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Staffing and Funding

Develop a specialized staff and funding resources to implement and maintain the programs described in this plan and improve quality of services and collections.

Recruit, train and retain highly qualified research professionals.

Add staff to meet minimum federal standards and state statutory directives.

Seek increased federal and state funding to maintain existing programs and provide a full range of library and archives services to a rapidly expanding population.

Write proposals and acquire grant funding from public and private sources to support special projects and programs and enhance NSLA collections and services.

NEVADA STATE LIBRARY AND ARCHIVES

MASTERPLAN

1993-1996

APPENDIX

GOAL 1 STATE INFORMATION POLICY

OBJECTIVE 1: Provide leadership to develop state government information policy in collaboration with Department of Administration, Data Processing and others.

ACTION	WHO	BY WHEN
1. Inventory and coordinate access to automated information compiled by state government agencies in cooperation with the Department of Data Processing and the Department of Administration.	State Librarian; Division Heads; Records Management	1995
2. Cooperate with agencies developing Geographic Information Systems to ensure standardization of data entry.	State Librarian	1993
3. Incorporate the function of micrographics into the records management program of the Nevada State Library and Archives.	State Librarian; State Archives and Records Administrator; Records Manager; Legislature	1995
4. Develop a plan for microfilming executive branch records.	Archives and Records	1995
5. Develop a forms management program for the executive branch, including elimination of legal-size paper.	State Librarian; Archives and Records	1995

GOAL 1 STATE INFORMATION POLICY

OBJECTIVE 2: Promote legislation defining public records to include all non-published information created or received by government agencies and public officials in all formats.

ACTION	WHO	BY WHEN
1. Define records, non-records, publications, and other key terms in statutes as they relate to information received or produced by state and local governments.	State Librarian; State Archives and Records Administrator; Legislature	1993
2. Support legislation to define the right and method of public access to records.	State Librarian; State Archives and Records Administrator; Legislature	1993
3. Play an active leadership role in promoting access to government information through discussions, meetings and agency education.	State Librarian; NSLA	Ongoing

GOAL 1 STATE INFORMATION POLICY

OBJECTIVE 3: Recommend standards and adopt regulations in cooperation with Department of Data Processing to maintain integrity of electronic records and increase access to information.

ACTION	WHO	BY WHEN
1. Participate in setting standards for open architecture electronic systems through the Data Processing Technical Advisory Committee.	State Librarian	1993
2. Establish procedures for appraising records to be created as new electronic files at the time of design.	Records Manager	1993
3. Develop a plan for records management and archival storage and access to electronic records deemed of permanent legal and/or archival/research value.	State Librarian; Archives and Records	1995
4. Establish a technical committee directed by NSLA to develop plans for transfer of permanently valuable electronic records to stable storage media.	State Librarian; Archives and Records	1996

GOAL 2 PUBLIC SERVICES

OBJECTIVE 1: Define public service patterns department-wide based on requirements and capabilities of the new NSLA facility.

ACTION	WHO	BY WHEN
1. Provide a single point of access at the public services reference desk for referral of clients to all program areas.	State Library Services; Archives and Records	1993
2. Develop a service plan to ensure full public access to collections and services for all NSLA clients, including disabled.	State Library Services; Archives and Records	1993
3. Consolidate reference functions from various departments and consolidate circulation functions separate from reference.	State Library Services; Archives and Records	1993
4. Define all public areas, activities, interrelationships and staffing requirements to provide the best service possible.	State Library Services; Archives and Records	1993
5. Develop publications for clients which assist them in their use of NSLA services and collections.	State Library Services; Archives and Records; Publications Committee	1993

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GOAL 2 PUBLIC SERVICES

OBJECTIVE 2: Provide reference and research services to public officials and governmental agencies.

ACTION	WHO	BY WHEN
1. Identify and incorporate changing technologies which improve research services and delivery of information.	Automation Committee	Ongoing
2. Respond to referrals from or to other agencies to ensure governmental research inquiries are properly answered.	State Library Services; Archives and Records	Ongoing
3. Increase provision of accurate and current census information to public officials and governmental agencies through the State Data Center program.	Reference Section; State Data Center	Ongoing
4. Join appropriate consortia/networks and participate in relevant agreements to ensure access to information and materials for NSLA clients.	NSLA	Ongoing
5. Identify the information needs of state agencies outside of Carson City and determine which needs can be satisfied locally and which can be met by NSLA.	State Library Services; Archives and Records	1994
6. Recruit and retain research professionals.	NSLA	1993
7. Identify the training needs of research staff and provide in-service and on-the-job training.	NSLA	1993
8. Staff the Legislative Hotline to meet growing demand for services.	State Library Services	1993

GOAL 2 PUBLIC SERVICES

OBJECTIVE 3: Establish a Business and Industry Data Center (BIDC) in statute.

ACTION	WHO	BY WHEN
1. Support legislation in conformance with need for data on planning and economics.	State Librarian; State Library Services; Legislature	1993
2. Coordinate with the U.S. Bureau of the Census to provide training and consultation on developing a BIDC.	State Data Center Librarian; State Library Services	1993
3. Develop a proposal to implement the BIDC to support provision of specialized economic data.	State Data Center Librarian; State Library Services	1993
4. Coordinate the BIDC with ongoing State Data Center services and affiliate organizations.	State Data Center Librarian	1994

GOAL 2 PUBLIC SERVICES

OBJECTIVE 4: Coordinate the services of Central Libraries Automation Network (CLAN).

ACTION	WHO	BY WHEN
1. Provide public access catalogs of the eleven county CLAN network to libraries, government agencies, homes and offices.	State Library Services; CLAN Coordinator	1993
2. Expand public access through inclusion of all materials held by participating libraries (government publications, archives, serials, maps, etc.)	State Library Services; CLAN Coordinator	1995
3. Expand public services through addition of local, network-wide and statewide databases.	State Library Services; CLAN Coordinator	1995
4. Add access to commercial bibliographic and full-text databases locally and through telecommunications networks such as NREN and Internet.	State Library Services; CLAN Coordinator	1993
5. Enhance handicapped access to CLAN Network by upgrading technology.	State Library Services; CLAN Coordinator	1993
6. Establish hardware and software standards to promote ease of use.	CLAN Planning Committee; CLAN Coordinator	1993

GOAL 2 PUBLIC SERVICES

OBJECTIVE 5: Extend full range of NSLA services to state offices located in Southern Nevada.

ACTION	WHO	BY WHEN
1. Plan development of a facility in Las Vegas to house records management, programs for the blind and physically handicapped, literacy, information services to state government, and library development.	NSLA	1995
2. Acquire office space in Las Vegas to provide access to NSLA services and programs to meet specific information needs of state agencies.	NSLA	1995

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GOAL 3 LIBRARY DEVELOPMENT

OBJECTIVE 1: Promote increased federal, state and private support for statewide library development.

ACTION	WHO	BY WHEN
1. Assist to public libraries in funding and buildng modern library facilities.	Nevada Council on Libraries; State Librarian; Library Development Officer	1995
2. Promote state aid to public libraries for adequate collections based on matching local public funding for library materials.	Nevada Council on Libraries; State Librarian; Library Development Officer	1993
3. Seek increased state funding for the continuation and enhancement of the statewide database.	Nevada Council on Libraries; State Librarian; Library Development Officer	1993
4. Seek increased state aid for technology linkages to provide statewide interlibrary resource sharing and support funding for document delivery service among all libraries in the state.	State Librarian; Library Development Officer; Information Nevada Committee	1993
5. Seek and support federal, state and local legislation that builds an informed Nevada citizenry.	State Librarian; Division Heads	Ongoing
6. Investigate and develop further federal (non-LSCA) and private funding sources for NSLA and public libraries.	NSLA	Ongoing

GOAL 3 LIBRARY DEVELOPMENT

OBJECTIVE 2: Provide consultation and coordination services to develop and enhance areas of public library services and technologies.

ACTION	WHO	BY WHEN
1. Pursue consultation and coordination services in continuing education, automation and technology, multicultural and special populations and adult, children's and young adult services.	State Librarian; Library Development Officer	1996
2. Develop and implement methodology for evaluation of public library services.	State Librarian; Library Development Officer	1995

GOAL 3 LIBRARY DEVELOPMENT

OBJECTIVE 3: Develop statistical data and surveys for management decision making.

ACTION	WHO	BY WHEN
1. Coordinate annual statistical data-gathering for all public libraries.	Library Development Officer	Annually
2. Analyze, refine and expand data-gathering instruments to cooperate with national programs and meet the needs of the state for reliable library data.	Library Development Officer	Annually
3. Disseminate statistical information for libraries in the state.	Library Development Officer	Ongoing

GOAL 3 LIBRARY DEVELOPMENT

OBJECTIVE 4: Plan statewide library services in cooperation with local libraries.

ACTION	WHO	BY WHEN
1. Coordinate statewide planning to develop and enhance all aspects of library service in the state, including the designated LSCA activities.	State Librarian; Library Development Officer	Ongoing
2. Provide a formal information link to all library planning and advisory groups which impact statewide library services.	Library Development Officer	1993
3. Coordinate completion of statewide masterplan for library development in Nevada.	State Librarian, Library Development Officer; Head of Planning and Programs	1993
4. Coordinate implementation of recommendations made by the Nevada Governor's Conference on Libraries, 1990, and the White House Conference on Libraries, 1991.	State Librarian; Library Development Officer; Head of Planning and Programs	1995

GOAL 3 LIBRARY DEVELOPMENT

OBJECTIVE 5: Promote interlibrary cooperation and sharing of resources through access to collections and databases.

ACTION	WHO	BY WHEN
1. Develop a resource sharing package to provide on-going funding from the legislature for interlibrary cooperation.	Information Nevada Committee	1993
2. Encourage all public libraries to develop internal interlibrary loan policies compatible with the statewide policy.	Information Nevada Committee; Library Development Officer	1993
3. Develop statewide access to databases provided by the University of Nevada NALIS system.	State Librarian; Asst Director for State Library Services; CLAN Coordinator	1994
4. Acquire funding to provide materials from commercial services to clients.	State Librarian; Asst Director for State Library Services	1993
5. Acquire access to government-owned and privately published databases.	Asst Director for State Library Services; Head of Technical Services	1995

GOAL 4 ARCHIVES AND RECORDS MANAGEMENT

OBJECTIVE 1: Appraise government records stored in the State Archives and prioritize for processing.

ACTION	WHO	BY WHEN
1. Define levels of archival processing and description.	State Archives and Records Administrator; Archives Manager	1993
2. Develop appraisal criteria to prioritize holdings for processing.	State Archives and Records Administrator; Archives Manager	1993
3. Prioritize holdings for different levels of processing.	State Archives and Records Administrator; Archives Manager	1994
4. Propose and implement a plan for the processing of archival records.	State Archives and Records Administrator; Archives Manager	1994

GOAL 4 ARCHIVES AND RECORDS MANAGEMENT

OBJECTIVE 2: Publish guides for all holdings and enter bibliographic information into national research databases.

ACTION	WHO	BY WHEN
1. Define levels of description and cataloging for archival records.	Archives Manager; Cataloger	1993
2. Prioritize holdings for appropriate level of description.	State Archives and Records Administrator; Archives Manager	1993
3. Identify records series to be cataloged into the statewide catalog and national databases.	State Archives and Records Administrator; Archives Manager	1994
4. Plan for public access to computer inventories.	Archives Manager; Automation Committee	1993
5. Catalog archival records and publish guides in standard format.	Archives Manager	Ongoing

GOAL 4 ARCHIVES AND RECORDS MANAGEMENT

OBJECTIVE 3: Develop additional State Records Center space in new NSLA facility.

ACTION	WHO	BY WHEN
1. Plan mechanical, environmental and security-support systems for the occupancy of undeveloped space in the facility by the State Records Center.	State Archives and Records Administrator; Records Manager	1994
2. Identify equipment needs to store and protect records in the available space.	State Archives and Records Administrator; Records Manager	1994
3. Include plans for increased space in the budget process.	State Librarian; State Archives and Records Administrator; Records Manager	1994

GOAL 4 ARCHIVES AND RECORDS MANAGEMENT

OBJECTIVE 4: Develop and maintain schedules for management and disposition of Executive Branch and local government records in all formats.

ACTION	WHO	BY WHEN
1. Provide for an ongoing procedure for the inventory and appraisal of executive branch records and the review of existing schedules five or more years old.	Records Manager	1993
2. Educate state agencies on records management principles, including the authorized destruction of records.	Records Manager	Ongoing
3. Review and update local government minimum retention schedules every two years.	Records Manager	Biennially
4. Support legislation to allow local governments to submit records series for appraisal and approval of minimum retention.	State Librarian; Archives and Records; Legislature	1993
5. Transfer appraised records with archival-research and/or long-term legal value to the State Archives.	Archives and Records	1993
6. Plan for the transfer of inactive records to the expanded State Records Center.	Records Manager	1994
7. Automate inventory control to track records.	Records Manager	1995

GOAL 5 COLLECTIONS AND PRESERVATION

OBJECTIVE 1: Identify and coordinate collections and information resources in state government and facilitate public access to them.

ACTION	WHO	BY WHEN
1. Complete an inventory of state agency collections in all formats to determine what information resources exist.	State Library Services	1995
2. Coordinate, publicize, and provide access to collections and information resources in state government agencies.	State Librarian; State Library Services	1995
3. Acquire state publications and archival records as part of NSLA collections.	Head of Technical Services; State Archives Manager	Ongoing
4. Develop a policy with the Budget Division on state agency purchases to prevent unnecessary duplication.	State Librarian	1993

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GOAL 5 COLLECTIONS AND PRESERVATION

OBJECTIVE 2: Build and maintain collections for governmental and professional development and research.

ACTION	WHO	BY WHEN
1. Obtain materials in all formats to satisfy the research needs of NSLA clients.	State Library Services; Collections Committee	Ongoing
2. Collect all state and local government publications and state government records as required by statute.	Head of Technical Services; Archives Manager	Ongoing
3. Catalog federal government publications as required by U.S. Government Printing Office.	Cataloging Section	1995
4. Revise and maintain a collection development policy as the basis for informed purchase decisions.	Head of Technical Services; Collections Committee	Biennially
5. Seek appropriations to purchase materials and maintain currency of collections.	State Librarian; Asst Director for State Library Services	1993
6. Provide materials in alternative formats, i.e. braille, audiotape, voice synthesization and large print.	State Library Services	1994

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GOAL 5 COLLECTIONS AND PRESERVATION

OBJECTIVE 3: Plan and develop a conservation/preservation program with a state-of-the-art treatment laboratory.

ACTION	WHO	BY WHEN
1. Develop and implement a plan to meet the conservation, preservation, repair and bindery needs of all collections.	Archives and Records; State Library Services	1993
2. Plan a conservation laboratory with state-of-the-art equipment and supplies.	State Archives Manager	1994
3. Operate a conservation laboratory for libraries and historical organizations in Northern Nevada.	NSLA	1996
4. Use permanent paper for legal and other publications and records having long-term value.	State Librarian; Archives and Records	1993
5. Develop and implement a plan to eliminate the use of legal-size paper in state government.	State Librarian; Archives and Records	1995
6. Preserve unique Nevada materials by transferring to more stable formats.	State Library Services; Archives and Records	1996

GOAL 5 COLLECTIONS AND PRESERVATION

OBJECTIVE 4: Plan and maintain a disaster preparedness program, prioritizing all collections for rescue and emergency recovery treatment.

ACTION	WHO	BY WHEN
1. Determine preservation needs, policies and procedures.	State Library Services; Archives and Records	1994
2. Develop a disaster preparedness plan to appraise NSLA collections and prioritize materials for rescue and emergency recovery treatment.	State Library Services; Archives and Records	1994
3. Designate and train staff to carry out rescue and emergency procedures.	Asst Director for State Library Services; State Archives and Records Administrator	1994

GOAL 6 LITERACY AND LIFELONG LEARNING

OBJECTIVE 1: Coordinate statewide literacy training activities with community based organizations (CBOs), school district programs, community colleges, and others who serve adult non-readers.

ACTION	WHO	BY WHEN
1. Identify and help develop literacy providers in local communities and recruit them as affiliates to Nevada Literacy Coalition.	Nevada Literacy Coalition	Ongoing
2. Co-sponsor two statewide and three regional literacy conferences per year.	Nevada Literacy Coalition	Ongoing
3. Maintain a training calendar and inform literacy providers of training activities.	Nevada Literacy Coalition	Ongoing
4. Sponsor regional long-range planning meetings for applicants for Adult Basic Education (ABE) funding.	Nevada Literacy Coalition	Annually
5. Develop, promote and sponsor a state training team with Laubach Literacy Action.	Nevada Literacy Coalition	1993

GOAL 6 LITERACY AND LIFELONG LEARNING

OBJECTIVE 2: Create awareness of literacy programs and services through publication of statewide directory and cooperation with the PLUS Task Force (Project Learning United States).

ACTION	WHO	BY WHEN
1. Incorporate data on new and existing programs and trainers in revised edition of Nevada Literacy Directory.	Nevada Literacy Coalition	Annually
2. Operate a toll free statewide literacy information and referral telephone line.	Nevada Literacy Coalition	Ongoing
3. Participate in revision and implementation of PLUS Task Force Literacy Publicity Plan.	Nevada Literacy Coalition	1993
4. Develop a speakers bureau to inform service organizations, business and communities of literacy needs.	Nevada Literacy Coalition	1993

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GOAL 6 LITERACY AND LIFELONG LEARNING

OBJECTIVE 3: Develop a Literacy Resource Center with print and non-print media including a computer learning laboratory.

ACTION	WHO	BY WHEN
1. Select, purchase and organize collection of print and non-print media for core collection in Literacy Resource Center.	Nevada Literacy Coalition	Ongoing
2. Set up a computer learning laboratory as a model and for use by local programs and people involved in literacy instruction for adult non-readers.	Nevada Literacy Coalition	1993
3. Host in-service workshops at the Literacy Resource Center.	Nevada Literacy Coalition	1993

GOAL 6 LITERACY AND LIFELONG LEARNING

OBJECTIVE 4: Develop and consult on programs of lifelong learning and enrichment for children, youth, and adults from multi-cultural populations.

ACTION	WHO	BY WHEN
1. Provide on-site consultation on literacy program development and organization.	Nevada Literacy Coalition	Ongoing
2. Collect and disseminate information on a variety of literacy programs for special populations.	Nevada Literacy Coalition	Ongoing
3. Acquire training for inter-generational and/or family literacy programs and assist in implementation of projects in Nevada communities.	Nevada Literacy Coalition	Ongoing
4. Identify sources of funding and assist literacy providers with proposal writing activities.	Nevada Literacy Coalition	Ongoing

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GOAL 7 PROGRAM ENHANCEMENT

OBJECTIVE 1: Enhance Nevada's participation in information and cultural programs offered by Library of Congress, National Library Service, National Archives and Records Administration; National Endowment for the Humanities, etc.

ACTION	WHO	BY WHEN
1. Select, develop and implement programs and projects based on the interests, needs, and demands of Nevada citizens.	NSLA	Ongoing
2. Acquire information about programs and funding opportunities.	NSLA	Ongoing
3. Coordinate with local librarians and archivists to determine criteria for programs and write proposals to support projects in Nevada.	Head of Planning and Programs; Division Heads	Ongoing
4. Administer grants and direct project activities with librarians and others involved in State Library and Archives programs.	Designated Project Director; Office of State Librarian	Ongoing
5. Participate in national meetings, forums, and organizations.	NSLA	Ongoing
6. Coordinate efforts to meet standards for Regional Libraries Serving the Blind and Physically Handicapped set by the National Library Service.	Asst Director for State Library Services; Regional Librarian for Blind and Physically Handicapped	1993
8. Establish Nevada Center for the Book at NSLA in cooperation with the Library of Congress.	State Librarian; Head of Planning and Programs	1995

GOAL 7 PROGRAM ENHANCEMENT

OBJECTIVE 2: Contribute data and access information through national networks, i.e. National Research and Education Network (NREN), OCLC, and RLIN.

ACTION	WHO	BY WHEN
1. Compile and analyze data on library and archival programs and projects throughout Nevada.	Library Development Officer; Head of Planning and Programs; State Archives and Records Administrator	Ongoing
2. Capture and disseminate information and statistics on programs, i.e. continuing education, library planning and development, information policy, literacy, and other relevant programs.	Library Development Officer; Head of Planning and Programs	Ongoing
3. Implement access to INTERNET, NREN and BITNET.	State Library Services	1993
4. Implement OCLC Cataloging, EPIC and First Search services.	Asst Director for State Library Services; CLAN Coordinator	1993

GOAL 7 PROGRAM ENHANCEMENT

OBJECTIVE 3: Collaborate with the Governor's Office and the Nevada Department of Education to implement a state program based on the six educational goals of AMERICA 2000.

ACTION	WHO	BY WHEN
1. Participate with state administrators and educators on a committee to develop and refine state educational goals in line with AMERICA 2000.	State Librarian; Head of Planning and Programs, Literacy Coordinator	1993
2. Collaborate with Adult Basic Education to develop and implement programs to provide opportunities for life-long learning.	State Librarian; Nevada Literacy Coalition	1993
3. Broaden literacy programs to include intergenerational activities, with programs for pre-school learners.	Nevada Literacy Coalition	1994

GOAL 7 PROGRAM ENHANCEMENT

OBJECTIVE 4: Implement Americans with Disabilities Act (ADA). Educate librarians on requirements and expand access to library programs for disabled populations.

ACTION	WHO	BY WHEN
1. Acquire information and expertise on implementing the Americans with Disabilities Act.	State Librarian; Head of Planning and Programs; State Library Services; Regional Librarian	1993
2. Create awareness of ADA requirements through newsletters and dissemination of regulations to librarians and others.	Head of Planning and Programs	1993
3. Provide training and consulting on implementation of ADA regulations in libraries and archives.	Head of Planning and Programs	Ongoing
4. Implement ADA as it relates to NSLA's facility, services, activities and staff.	NSLA	1993
5. Establish an advisory group representative of disabled populations to advise NSLA of their service needs.	Head of Planning and Programs; State Library Services	1993

GOAL 8 OUTREACH AND PUBLIC INFORMATION

OBJECTIVE 1: Develop outreach programs enhancing visibility of NSLA programs and services to increase use and support of the agency.

ACTION	WHO	BY WHEN
1. Develop an orientation program for all state employees on how to utilize NSLA services and resources.	NSLA	1993
2. Develop a self-guided tour of NSLA programs and facilities.	State Librarian; State Library Services	1993
3. Develop exhibits for conferences held by associations and organizations and for display in state agencies such as Economic Development, Tourism and Department of Museums and History.	NSLA	1994
4. Send press releases and work with the media to develop library PSAs and coverage for specific NSLA programs, i.e. Literacy, Poets in Person, Regional Library, State Data Center, Federal and State Depository Program, etc.	Head of Planning and Programs; NSLA	Ongoing
5. Expand participation in radio and television presentations.	NSLA	1993
6. Target articles for local, state and national agency newsletters, and professional publications i.e., Personnel News, Nevada Historical Society Quarterly, and Library Journal.	NSLA; Head of Planning and Programs	Annually
7. Schedule speaking engagements on NSLA programs and services such as Regional Library, State Data Center, etc.	NSLA	Ongoing

GOAL 8 OUTREACH AND PUBLIC INFORMATION

OBJECTIVE 2: Publish literature to inform government agencies and the public about NSLA services and resources.

ACTION	WHO	BY WHEN
1. Work with agencies and boards to develop and publish a variety of plans, i.e. Statewide Library Masterplan, Nevada Literacy 2000, Long-Range Plan for Nevada Libraries.	State Librarian; Division Heads; Head of Planning and Programs	Biennially
2. Publish training and special events calendars.	Head of Planning and Programs	1993
3. Design and publish brochures and information sheets to assist clients in the use of services and collections.	Section Heads; Publications Committee	1993
4. Use packaged literature and media prepared by organizations such as Library of Congress, Government Printing Office, Bureau of Census and others to support related in-state programs.	Head of Planning and Programs; Section Heads	Ongoing

GOAL 8 OUTREACH AND PUBLIC INFORMATION

OBJECTIVE 3: Support the formation of a Friends of the Nevada State Library and Archives.

ACTION	WHO	BY WHEN
1. Develop a non-profit organization to support the Nevada State Library and Archives through fundraising.	State Librarian; Head of Planning and Programs	1993
2. Coordinate with University of Nevada, Reno Friends of the Library to mazimize planning and cooperation.	State Librarian; Head of Planning and Programs	1993

GOAL 8 OUTREACH AND PUBLIC INFORMATION

OBJECTIVE 4: Recruit and train volunteers to assist with programs, public relations, exhibits and other functions.

ACTION	WHO	BY WHEN
1. Identify special projects which could be developed and/or accomplished by volunteers.	Section Heads	1993
2. Write job descriptions for volunteer assignments, i.e. Volunteer Coordinator, Exhibits Manager, Tour Manager.	Division Heads	1993
3. Recruit and train volunteers and match skills/aptitudes with specific job functions i.e. Regional Library for the Blind and Physically Handicapped; Literacy Hotline Manager.	Division Heads; Section Heads	1993
4. Reestablish the Talking Books Advisory Group to help with exhibits, special projects, etc.	Regional Librarian	1993
5. Recognize volunteers for their contributions.	State Librarian; Supervisors	Annually

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GOAL 9 CONTINUING EDUCATION

OBJECTIVE 1: Plan and implement continuing education programs with certified training for post graduates, professionals, paraprofessionals, and clericals involved in information and archival services.

ACTION	WHO	BY WHEN
1. Develop legislation for certification of public librarians.	State Librarian; Library Development Officer; Certification Committee	1993
2. Develop formal university continuing education credit program in cooperation with NSLA.	State Librarian; Library Development Officer; Continuing Education Committee	1993
3. Promote the importance and benefits of a certified continuing education program for library personnel in Nevada.	State Librarian; Library Development Officer; Continuing Education Committee	1993

GOAL 9 CONTINUING EDUCATION

OBJECTIVE 2: Develop and conduct in-service training modules on unique NSLA programs and services.

ACTION	WHO	BY WHEN
1. Develop training packages for library staff and state agency staff on the Regional Library for the Blind and Physically Handicapped; the State Data Center; the State Publications Distribution Center; Records Management and Archival Collections, etc.	Section Heads	1993
2. Conduct in-house orientation and on-the-job training of new employees.	Section Heads	Ongoing
3. Train library staff in all aspects of public service including sensitivity to disabled, illiterate, minorities, etc.	Division Heads	Ongoing
4. Schedule monthly training for staff development on changing practices, methods, and technology.	Head of Planning and Programs	1993

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GOAL 9 CONTINUING EDUCATION

OBJECTIVE 3: Design and implement workshops on topics of high need and special interest to librarians, archivists, and trustees.

ACTION	WHO	BY WHEN
1. Develop a program of training opportunities provided by NSLA and other appropriate sources to meet training needs.	State Librarian; Division Heads	1993
2. Provide a minimum of one trustee workshop, two rural workshops, one Directors' workshop and three public services and archives related workshops, three State Data Center workshops and one Regional Library for the BPH workshop per year.	NSLA	Annually
3. Send staff to recognized seminars, conferences and institutes to ensure their ability to provide leadership and training to the library and archival community.	NSLA	Annually

GOAL 9 CONTINUING EDUCATION

OBJECTIVE 4: Coordinate with universities to offer formal programs leading to a Master of School Library/ Media Services and a Master of Library Science.

ACTION	WHO	BY WHEN
1. Implement the University of Arizona Master's of Library Science program through distance learning concepts.	State Librarian; University Libraries	1993
2. Explore other alternatives for providing a Master's of Library Science program through Library and Information Science Distance Education Consortium (LISDEC), etc.	State Librarian; Library Development Officer	1993
3. Increase number of Western Interstate Commission on Higher Education (WICHE) supported candidates for Master's Degree in Library Science.	State Librarian; Library Development Officer	1995

GOAL 10 STAFFING AND FUNDING

OBJECTIVE 1: **Recruit, train and retain highly qualified staff.**

ACTION	WHO	BY WHEN
1. Add staff required for State Library Services services including reference, research, circulation, state publications, acquisitions, automation and telecommunications, regional library, hotline, etc.	State Librarian; Asst Director for State Library Services	1995
2. Add staff required for library development including consultants for public libraries, continuing education, special populations, buildings, statewide data gathering and clerical support.	State Librarian; Library Development Officer	1995
3. Add staff required for micrographics, forms management, vital records protection, training, records center operation and record scheduling.	State Librarian; State Archives and Records Administrator	1995
4. Add staff required for preservation and conservation.	State Librarian; Asst Director for State Library Services; State Archives and Record Administrator	1995
5. Add staff required for coordination of statewide literacy initiatives.	State Librarian; State Literacy Coordinator	1995
6. Add staff required for clerical support for the Department.	State Librarian; Division Heads	1995
7. Increase use of personnel from training programs such as American Assocaition of Retired Persons (AARP) and Job Opportunities in Nevada (JOIN).	Division Heads; Section Heads	1993

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GOAL 10 STAFFING AND FUNDING

OBJECTIVE 2: Add staff to meet minimum federal standards and guidelines and state statutory directives.

ACTION	WHO	BY WHEN
1. Analyze and compare NSLA staffing to minimum standards set for library, depository, Regional Library for Blind and Physically Handicapped, archives and records management programs.	State Librarian; Division Heads	1994
2. Document deficiencies in staffing and seek increases to meet minimums.	State Librarian; Division Heads	1995
3. Identify statutory program requirements such as State Publications Distribution Center and seek staff to meet these requirements.	State Librarian; Asst Director for State Library Services	1995
4. Add staff to handle Machine Lending for the Blind and Physically Handicapped added to NSLA in 1991.	State Librarian; Asst Director for State Library Services	1995

GOAL 10 STAFFING AND FUNDING

OBJECTIVE 3: Seek increased federal and state funding to maintain existing programs and provide a full range of library, archives and records management services to a rapidly expanding population.

ACTION	WHO	BY WHEN
1. Articulate the need for increased funding from federal and state sources to meet service demands.	State Librarian; Division Heads	Annually
2. Identify cost effectiveness and savings by providing quality information to government and Nevada citizens.	State Librarian; Division Heads	1994
3. Incorporate findings into NSLA Masterplan and the budget preparation process.	State Librarian; Division Heads	1994

GOAL 10 STAFFING AND FUNDING

OBJECTIVE 4: Write proposals and acquire grant funding from public and private sources to support special projects and programs and enhance NSLA collections and services.

ACTION	WHO	BY WHEN
1. Survey libraries to assess needs for special projects and programs in relation to funding available through grants and donations.	Head of Planning and Programs	Biennially
2. Research funding sources and write proposals to develop special collections and services in relation to stated needs.	Division Heads; Section Heads	Ongoing
3. Seek private donations to enhance NSLA collections, services and facilities.	State Librarian; NSLA	Ongoing

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